

DEMAREST BOARD OF EDUCATION

AGENDA – COW/REGULAR MEETING

December 22, 2015

6:30 P.M.

I. OPENING

A. Meeting called to order.

B. Board President's Announcement

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Demarest Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the Borough Hall and at the Middle School and by notifying in writing two newspapers: The Record and The Suburbanite.

C. Roll Call: Cantatore, Geller, Kirtane, Molina, Verna, Woods, Holzberg

II. ADJOURN TO EXECUTIVE SESSION

A. The Board has determined it will enter into Executive Session for the following reasons:

1. Discussion of HIB incidents.
2. Personnel matter - FMLA

B. Move to approve the following resolution to enter the Executive Session:

WHEREAS, in order to protect the personal privacy and to avoid situations wherein the public interest might be disserved, the Open Public Meetings Act permits public bodies to exclude the public from that portion of a meeting at which certain matters are discussed;

WHEREAS, the length of the closed Executive Session is estimated to be thirty minutes, after which the Regular Public Meeting will reconvene and proceed with business where formal action may or may not be taken;

NOW THEREFORE BE IT RESOLVED, that consistent with the provision of N.J.S.A. 10:4-12(b), the Board of Education will now adjourn to executive session to discuss items stated above; and

BE IT FURTHER RESOLVED, that the Board hereby declares that its discussion of the aforementioned subjects will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

Moved by:

Seconded:

Action (v):

III. REOPEN PUBLIC MEETING

A. Move to reopen the Regular Meeting to the public.

Moved by:

Seconded:

Action (v):

B. Roll Call: Cantatore, Geller, Kirtane, Molina, Verna, Woods, Holzberg.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES OF THE MEETINGS

A. Move to accept the minutes of the:

Committee-of-the-Whole Meeting – November 10, 2015
Executive Session – November 17, 2015
Regular Meeting – November 17, 2015

Moved by:

Seconded:

Action (v):

VI. CORRESPONDENCE

VII. BOARD PRESIDENT'S REPORT

VIII. SUPERINTENDENT'S REPORT

IX. OTHER REPORTS/PRESENTATIONS

A. Presentation of the CAFR (presented by Business Administrator, Mr. Tom Perez)

B. Presentation of Pre-School Program (presented by Child Study Team Supervisor, Dr. Michelle Terzini-Hollar)

C. Presentation of PARCC Test Results (presented by Principals, Mr. Jon Regan and Mr. Frank Mazzini)

X. REVIEW OF AGENDA

A. Board members review the items.

B. Move to open the meeting to public discussion limited to agenda items.

Moved by:

Seconded:

Action (v):

C. Public discussion.

D. Move to close the meeting to public discussion.

Moved by:

Seconded:

Action (v):

XI. ACTIONS

A. Instruction – Staffing

1. Move to approve the provisional employment of the following substitute teachers for the 2015/2016 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116:

Lucas Bohmer

Aida Capo

Kelly Cofrancesco

Jonathan Rothman

Moved by:

Seconded:

Action (RC): C Gel K M V W H

2. Move to approve an extended unpaid leave of absence for Christina Korines, Grades 5-8 World Language Teacher, from January 4, 2016 to January 22, 2016, as recommended by the Chief School Administrator.

Moved by:

Seconded:

Action (RC): C Gel K M V W H

XI. ACTIONS (Continued)

A. Instruction – Staffing (Continued)

3. Move to approve guide movement for Alexandria O’Hara, 3rd Grade Teacher, from MA to MA+16, Step 4, for the 2015/2016 school year, effective February 1, 2016, as recommended by the Chief School Administrator.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

4. Move to amend the following stipend position for the 2015/2016 school year, effective September 1 2015, as recommended by the Chief School Administrator:

<u>STIPEND POSITION</u>	<u>TEACHER</u>	<u>AMOUNT</u>
Girls Basketball	C. Reynolds/J. Schoepflin	\$1,040.50 p.p.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

B. Instruction – Pupils/Programs

1. Move to approve an Annual Contract for Services with Bergen County Special Services School District for Student ID # 5246552114 to receive an Assistive Technology Assessment at a cost not to exceed \$790, as recommended by the Child Study Team.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

2. Move to confirm the return of Student ID # 1481531764 from Valley Program Special Classes to an in-district program and to cancel the corresponding tuition contract in effect with Northern Valley Regional High School District, effective November 30, 2015, as recommended by the Child Study Team.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

3. Move to approve Suzanne Calegari to continue to provide Home Instruction December 23, 2015 (tentatively) for Student ID# 000202033 at a rate of \$33 per hour, not to exceed 10 hours per week, as recommended by the Chief School Administrator.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

C. Support Services – Staffing

1. Move to approve the payment of accumulated sick time for the following employee per the Secretaries Association/Demarest Board of Education Agreement for retiring staff during the 2015/2016 school year, as recommended by the Chief School Administrator:

<u>Employee</u>	<u>Days</u>	<u>Payment</u>
Cheryl Sullivan	150	\$4,500

Moved by: Seconded:
 Action (RC): C Gel K M V W H

2. Move to accept the notice of resignation from Stefanie Hios, Instructional Aide at Luther Lee Emerson School for Student ID # 252088, effective January 5, 2016, as recommended by the Chief School Administrator.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

XI. ACTIONS (Continued)

D. Support Services – Board of Education

1. Move to approve Diane Holzberg, Board President, to attend the NSBA Advocacy Institute Conference on January 24-26, 2016 in Washington, D.C. at a cost of \$695 for registration with reimbursement for lodging, meals and travel at the statutory rates as per board policy, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

2. Move to approve the following to attend the 2016 Techspo Conference in Atlantic City, New Jersey at a cost of \$420 for registration on January 28 – 29, 2016 with reimbursement for lodging, meals and travel at the statutory rates as per board policy, as recommended by the Chief School Administrator:

Michael Fox Jonathon Regan Bridget DiMartini
Moved by: *Seconded:*
Action (RC): C Gel K M V W H

3. Move to approve Karleen McDermott, School Nurse, to attend the Bergen County Department of Health Services workshop held on January 8, 2016 in Hackensack, NJ at a cost of \$25 for registration with statutory mileage reimbursement, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

4. Move to schedule the 2016 Annual Reorganization Meeting on Tuesday, January 5, 2016 at 5:30 p.m., as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

5. Move to appoint the Board Secretary as temporary chairman of the Annual Reorganization Meeting on January 5, 2016, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

6. Move to accept the donation of \$200 from Jeong Mi Lee for the purchase of a new microwave for the staff lounge, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

7. Move to authorize notification to the Executive County Superintendent and the New Jersey Department of Education for a waiver, as required, that the Demarest School District will not participate in the Special Education Medicaid Initiative/Medicaid Administrative Claiming Program (SEMI), as we have no Special Education/Classified students receiving Free or Reduced Lunches, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

8. Move to approve the Change Order No. 001 for State Project No. 1070-050-15-1000, Partial Roof Replacement at Luther Lee Emerson School in the **credit** amount of \$10,000 for the unused project contingency allowance, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

9. Move to approve the second and final payment in the amount of \$32,194 to Billy Contracting & Restoration Inc. for the Luther Lee Emerson School partial roof replacement, as reviewed by EI Associates and as recommended by the Chief School Administrator.

<i>Moved by:</i>	<i>Seconded:</i>
<i>Action (RC):</i> C Gel K M V W H	

10. Move to approve the following resolution, as recommended by the Chief School Administrator:

**SHARED SERVICES AGREEMENT
BETWEEN THE BOROUGH OF DEMAREST AND THE DEMAREST BOARD
OF EDUCATION FOR SNOW PLOWING SERVICES**

THIS SHARED SERVICES AGREEMENT ("Agreement"), dated 22 day of December, 2015, is entered into by and between THE BOROUGH OF DEMAREST, having its principal offices at 118 Serpentine Road, Demarest, New Jersey 07627 (hereinafter, "Borough"), and the DEMAREST BOARD OF EDUCATION, having its principal offices at 568 Piermont Road, Demarest, New Jersey 07627 (hereinafter, "Board") (collectively, the "Parties").

WITNESSETH

WHEREAS, the Parties have determined that during a snow event, there is a need to shovel pathways and to plow snow in the parking lots of the schools within the Borough; and

WHEREAS, the Board desires that the Borough's Department of Public Works (DPW) plow the snow in the parking lots of the County Road School, Middle School and Luther Lee Emerson School during occasions of measurable snow fall; and

WHEREAS, the Borough is willing to extend such services to the Board; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., permits units of local government to share services for particular purposes and to effectuate agreements for any service or circumstance that will aid and encourage a reduction of local expenses; and

WHEREAS, the Parties desire to enter into a Shared Services Agreement as more specifically set forth in the terms and conditions of this Agreement; and

WHEREAS, it is the purpose of this Agreement to memorialize the terms, conditions, responsibilities and obligations of the Parties thereto; and

NOW THEREFORE, for and in consideration of the signing of this Agreement by the Parties, and in further consideration of the mutual and joint obligations of the Agreement, and the benefits derived by the Parties hereto, the Parties do hereby mutually agree as follows:

**ARTICLE I
SERVICES TO BE RENDERED**

A. As set forth in the recitals to this Agreement, during measurable snow events the Borough's DPW shall be responsible for plowing the parking lots of the County Road School, Middle School and Luther Lee Emerson School.

B. During any snow event, the Demarest Board of education is responsible for ensuring that the respective school's staff shovels the snow from all pathways and such additional areas as may be required for the wellbeing and safety of the students, staff and visitors to the County Road School, Middle School and Luther Lee Emerson School.

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

Resolution D-10 Continued

ARTICLE II
MUTUAL OBLIGATIONS

The Parties further mutually agree as follows:

- 1. Compensation of Borough and Board employees, to the extent applicable, shall be borne by the respective public bodies and shall not form a part of any cost of this Agreement.
- 2. The Borough shall at time hereafter indemnify and hold harmless the Board from and against any and all losses, claims, damages and suit for damages for property and injury to and/or death to persons caused or resulting from the actions or in-actions of the Board in regard to any of its obligations agreed to herein.
- 3. The Board shall at time hereafter indemnify and hold harmless the Borough from and against any and all losses, claims, damages and suit for damages for property and injury to and/or death to persons caused or resulting from the actions or in-actions of the Borough in regard to any of its obligations agreed to herein.

ARTICLE III
EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective upon the execution of this Agreement by both Parties.

ARTICLE IV
GENERAL TERMS AND CONDITIONS

- A. This Agreement sets forth the entire understanding of the Parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same be in writing and signed by all Parties hereto.
- B. If anyone or more of the terms and provisions of this Agreement shall be determined invalid or unenforceable by a duly appointed arbiter or by a court of appropriate jurisdiction, the remainder of the terms shall not be affected and shall continue to be enforceable in all respects.
- C. This Agreement shall be construed and interpreted, and all respective rights and duties of the Parties shall be governed by the laws of the State of New Jersey.
- D. Neither Party shall assign, sublet or transfer any rights or interests in this Agreement without the prior written consent of the other Party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the Borough or Board.
- E. This Agreement may only be amended, modified and/or changed in a dated writing executed by the Parties.

IN WITNESS WHEREOF, the Parties have caused the Agreement to be duly executed and delivered by their respective, duly authorized representatives and have caused their respective seals to be affixed and duly attested all as to the date first above written.

<i>Moved by:</i>		<i>Seconded:</i>
<i>Action (RC):</i>	C Gel K M V	W H

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

11. Move to adopt the following resolution to acknowledge the service of Cheryl Sullivan, as recommended by the Chief School Administrator:

WHEREAS, Cheryl Sullivan dedicated her time and services to the children of Demarest and the Demarest Board of Education, and

WHEREAS, her dedication served as a model of service to the community,

NOW, THEREFORE BE IT RESOLVED, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Cheryl Sullivan in recognition of her twenty-eight and one half (28.5) years of dedicated service as a Principal’s Secretary for the Demarest Board of Education.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

12. Move to acknowledge the service of Kristin Geller, as recommended by the Chief School Administrator:

WHEREAS, Kristin Geller dedicated her time and services to the children of Demarest and the Demarest Board of Education, and

WHEREAS, her dedication served as a model of service to the community,

NOW THEREFORE, BE IT RESOLVED, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Kristin Geller in recognition of her four and one half (4.5) years of dedicated service as a member of the Demarest Board of Education.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

E. Support Services –Fiscal Management

1. Move to accept the 2014-2015 Comprehensive Annual Finance Report (CAFR) and the Auditors Management Report on Administrative Findings which contain no recommendations, as prepared by Nisivoccia, LLP, as recommended by the Chief School Administrator.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

2. Move to confirm the November 16 – 30, 2015 payroll in the amount of \$343,074.27

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

3. Move to confirm the December 1 – 15, 2015 payroll in the amount of \$380,333.16

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

4. Move to approve the November 2015 in-office checks and December 22, 2015 budget checks in the amount of \$821,638.95

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Fund Expense Funds	\$ 806,057.65
12 Capital Outlay	5,800.00
20 Special Revenue Funds	9,781.30

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

XI. ACTIONS (Continued)

E. Support Services –Fiscal Management (Continued)

5. Move to confirm the following transfers for November 2015:

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-213-100-610	Resource Room General Supplies	250
11-402-100-500	Athletics Other Purchased Services	4,500
11-000-219-110	CST Other Salaries	1,500
11-000-230-590	General Admin Other Purchased Services	1,000
11-000-230-895	General Admin BOE Memberships & Dues	400
11-000-240-103	School Admin Principal Salaries	3,000
11-000-251-530	Central Services Other Purchased Services	400
11-000-261-490	Required Maint Other Purchased Services	1,000
11-000-261-610	Required Maint Materials & Supplies	100
11-000-262-890	Custodial Other Objects	2,500
11-000-270-511	Transportation Contracted Services	5,000
		\$ 19,650

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-212-100-610	Multiple Disabilities General Supplies	250
11-401-100-100	Co-curricular Salaries	4,500
11-000-219-320	CST Purchased Prof Ed Services	1,500
11-000-230-580	General Admin Other Purch Services	1,000
11-000-230-890	General Admin Miscellaneous Expenditures	400
11-000-240-610	School Admin Supplies & Materials	2,450
11-000-240-890	School Admin Other Objects	550
11-000-251-592	Central Services Other Purchased Services	400
11-000-261-340	Required Maint Purch Technical Services	1,000
11-000-261-890	Required Maint Other Objects	100
11-000-262-440	Custodial Other Purchased Property Services	2,500
11-000-270-162	Transportation Salaries Other Home/School	5,000
		\$ 19,650

<i>Moved by:</i>	<i>Seconded:</i>
<i>Action (RC):</i> C Gel K M V W H	

6. Move to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Thomas J. Perez certify that as of November 30, 2015, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the district Board of Education pursuant to N.J.S.A 18A:22-8 and 18A:22-8.1.

<i>Moved by:</i>	<i>Seconded:</i>
<i>Action (RC):</i> C Gel K M V W H	

7. Move to approve the following resolution:

Certification of Board of Education

Pursuant to N.J.A.C 6:20-2.13 (e), we certify that as of November 30, 2015, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district official, to the best of our knowledge no major account or fund has been over-extended in violation of NJAC 6:20-2.13 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

<i>Moved by:</i>	<i>Seconded:</i>
<i>Action (RC):</i> C Gel K M V W H	

XI. ACTIONS (Continued)

E. Support Services –Fiscal Management (Continued)

8. Move to acknowledge receipt of October 31, 2015 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

F. Other

1. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, January 5, 2016 following the Annual Reorganization Meeting, if necessary, to discuss personnel and/or legal matters.

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.

Moved by: *Seconded:* *Action (v):*

2. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, January 19 at 6:30 p.m. to discuss personnel and/or legal matters.

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.

Moved by: *Seconded:* *Action (v):*

XII. COMMITTEE REPORTS

XIII. PUBLIC DISCUSSION

A. Move to open the meeting to public discussion.

Moved by: *Seconded:* *Action (v):*

B. Move to close the meeting to public discussion.

Moved by: *Seconded:* *Action (v):*

XIV. NEW BUSINESS

XV. EXECUTIVE SESSION (AS NEEDED)

A. Move to reenter the Executive Session to discuss personnel and/or legal matters.

Moved by: *Seconded:* *Action (v):*

B. Move to close the Executive Session and reenter the public session.

Moved by: *Seconded:* *Action (v):*

XVI. ADJOURNMENT

A. Move to adjourn at _____ P.M.

Moved by: *Seconded:* *Action (v):*

DEMAREST BOARD OF EDUCATION

ADDENDUM TO AGENDA – COW/REGULAR MEETING

December 22, 2015

6:30 P.M.

XI. ACTIONS (Continued)

C. Support Services – Staffing (Continued)

Add Resolution No. 3

3. Move to approve the employment of Crystal Cooke, Step 2, as an Instructional Aide at Luther Lee Emerson School for Student ID # 252088, not to exceed 29 hours weekly, effective January 6, 2015 for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by:

Action (RC): C Gel K M V W H

Seconded:

XI. ACTIONS (Continued)D. Support Services – Board of Education (Continued)Add Resolutions No. 13-15

13. Move to approve EI Associates to prepare bid specifications for **unit ventilator and casework replacement** at County Road School at a cost not to exceed \$43,400, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a “Professional Service” by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

Moved by:
Action (RC): C Gel K M V W H

Seconded:

14. Move to approve EI Associates to prepare bid specifications for **window replacements** at County Road School at a cost not to exceed \$23,500, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a “Professional Service” by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

Moved by:
Action (RC): C Gel K M V W H

Seconded:

15. Move to approve EI Associates to prepare bid specifications for **partial roof replacement** at Luther Lee Emerson School at a cost not to exceed \$16,500, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a “Professional Service” by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

Moved by:
Action (RC): C Gel K M V W H

Seconded: